

**CLASS TITLE:****SENIOR TELLER**

Class Code: 02411300

Pay Grade: 18A

EO: F

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To supervise and coordinate the activities of a small group of Tellers engaged in receiving and/or disbursing currency and checks according to established procedure and in maintaining simple records thereof; as required, personally to perform such duties; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior who reviews work for conformance to regulations, procedures and accuracy; work is subject to internal check and to audit at undetermined intervals by departmental representatives, by state accountants and representatives of the State Controller's Office.

**SUPERVISION EXERCISED:** Exercises close supervision over subordinates and reviews daily work for conformity to regulations, procedures and accuracy of work performed by examining and reconciling daily cash receipts.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To supervise and coordinate the activities of a small group of Tellers engaged in the receiving and receipting of currency and checks.

To review the work of Tellers by checking register receipts and reconcile total cash received and/or disbursed against cash on hand at start of day.

To supervise and coordinate the activities of a small group of Tellers making cash payments in accordance with established procedure to insure the proper notations on checks or other documents or records.

To make frequent checks of deposit slips and other necessary reports or records of receipts and disbursements.

As required, to personally receive and/or disburse currency and checks and perform other duties related to the work of a Teller.

To prepare necessary reports and records required in the performance of duties.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the procedures and practices used in handling and accounting for the receipt and disbursement of monies and the ability to apply such practices and procedures; considerable speed and accuracy in counting money; the ability to detect irregularities in checks, vouchers or similar cash items; the ability to supervise and review the work of Tellers; the ability to deal courteously with the public; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a senior high school, including or supplemented by completion of courses in commercial arithmetic.

**Experience:** Such as may have been gained through: employment in a responsible capacity involving supervision of the work of persons engaged in receiving and paying money and accounting therefor; and involving personal responsibility for verification and reconciliation of records and reports.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 28, 1968

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